

CITY OF SLEEPY EYE, MINNESOTA

BUILDING PERMIT APPLICATION

IMPORTANT - Complete ALL items, Mark boxes where applicable

I. Location of building	Record Owner	Address
	Lot	Addition
	Block	
A plot plan of proposed structure shall be submitted with each application. Plan shall show location of building on property and set backs from property lines. Plot plan to be sketched on attached sheet.		

II. Type and cost of building - All applicants complete Parts A-D

<p>A. Type of Improvement</p> <p>1. <input type="checkbox"/> New building</p> <p>2. <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13)</p> <p>3. <input type="checkbox"/> Alteration (See 2 above)</p> <p>4. <input type="checkbox"/> Repair, replacement</p> <p>5. <input type="checkbox"/> Deck</p> <p>6. <input type="checkbox"/> Moving (relocation)</p> <p>7. <input type="checkbox"/> Foundation only</p> <p>8. <input type="checkbox"/> Sign/Fence</p>	<p>D. Proposed Use</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Residential</td> <td style="width: 50%;">Nonresidential</td> </tr> <tr> <td>13. <input type="checkbox"/> One Family</td> <td>19. <input type="checkbox"/> Amusement, recreational</td> </tr> <tr> <td>14. <input type="checkbox"/> Two or more family - Enter number of units -----> _____</td> <td>20. <input type="checkbox"/> Church, other religious</td> </tr> <tr> <td>15. <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units ----> _____</td> <td>21. <input type="checkbox"/> Industrial</td> </tr> <tr> <td>16. <input type="checkbox"/> Garage</td> <td>22. <input type="checkbox"/> Parking Garage</td> </tr> <tr> <td>17. <input type="checkbox"/> Carport</td> <td>23. <input type="checkbox"/> Service station, repair garage</td> </tr> <tr> <td>18. <input type="checkbox"/> Other - Specify _____</td> <td>24. <input type="checkbox"/> Hospital, institutional</td> </tr> <tr> <td></td> <td>25. <input type="checkbox"/> Office, bank, professional</td> </tr> <tr> <td></td> <td>26. <input type="checkbox"/> Public Utility</td> </tr> <tr> <td></td> <td>27. <input type="checkbox"/> School, library, other educ.</td> </tr> <tr> <td></td> <td>28. <input type="checkbox"/> Stores, mercantile</td> </tr> <tr> <td></td> <td>29. <input type="checkbox"/> Tanks, towers</td> </tr> <tr> <td></td> <td>30. <input type="checkbox"/> Other - Specify _____</td> </tr> </table>	Residential	Nonresidential	13. <input type="checkbox"/> One Family	19. <input type="checkbox"/> Amusement, recreational	14. <input type="checkbox"/> Two or more family - Enter number of units -----> _____	20. <input type="checkbox"/> Church, other religious	15. <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units ----> _____	21. <input type="checkbox"/> Industrial	16. <input type="checkbox"/> Garage	22. <input type="checkbox"/> Parking Garage	17. <input type="checkbox"/> Carport	23. <input type="checkbox"/> Service station, repair garage	18. <input type="checkbox"/> Other - Specify _____	24. <input type="checkbox"/> Hospital, institutional		25. <input type="checkbox"/> Office, bank, professional		26. <input type="checkbox"/> Public Utility		27. <input type="checkbox"/> School, library, other educ.		28. <input type="checkbox"/> Stores, mercantile		29. <input type="checkbox"/> Tanks, towers		30. <input type="checkbox"/> Other - Specify _____
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<p>B. Ownership</p> <p>9. <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>10. <input type="checkbox"/> Public (Federal, State, or local government)</p>																											

<p>C. Cost</p> <p>11. Value of Improvement..... \$</p> <p style="padding-left: 20px;">To be installed but not included in the above cost</p> <p style="padding-left: 20px;">a. Electrical..... \$</p> <p style="padding-left: 20px;">b. Plumbing..... \$</p> <p style="padding-left: 20px;">c. Heating, air conditioning..... \$</p> <p style="padding-left: 20px;">d. Other (elevator, etc.)..... \$</p> <p>12. Total value of improvement \$</p>	<p>E. 31. Description of work to be done.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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III. Selected characteristics of building - For new buildings and additions, complete Part F-M; for all others skip to IV.

<p>F. Principal Type of Frame</p> <p>32. <input type="checkbox"/> Masonry (wall bearing)</p> <p>33. <input type="checkbox"/> Wood frame</p> <p>34. <input type="checkbox"/> Structural steel</p> <p>35. <input type="checkbox"/> Reinforced concrete</p> <p>36. <input type="checkbox"/> Other - Specify _____</p>	<p>H. Type of sewage disposal</p> <p>42. <input type="checkbox"/> Public</p> <p>43. <input type="checkbox"/> Individual (septic tank, etc.)</p>	<p>K. Dimensions</p> <p>50. Number of stories and height.....</p> <p>51. Dimensions of building.....</p> <p>52. Total land area, sq. ft.....</p>	<p style="text-align: center;">X</p>
<p>G. Principal Type of Heating Fuel</p> <p>37. <input type="checkbox"/> Gas</p> <p>38. <input type="checkbox"/> Oil</p> <p>39. <input type="checkbox"/> Electricity</p> <p>40. <input type="checkbox"/> Coal</p> <p>41. <input type="checkbox"/> Other - Specify _____</p>	<p>I. Type of water supply</p> <p>44. <input type="checkbox"/> Public</p> <p>45. <input type="checkbox"/> Individual (well, cistern)</p>	<p>L. Number of off-street parking spaces</p> <p>53. Enclosed.....</p> <p>54. Outdoors.....</p>	
	<p>J. Type of Mechanical</p> <p>Will there be central air conditioning?</p> <p>46. <input type="checkbox"/> Yes 47. <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>48. <input type="checkbox"/> Yes 49. <input type="checkbox"/> No</p>	<p>M. Residential Buildings Only</p> <p>55. Number of bedrooms.....</p> <p>56. Number of bathrooms - Full.....</p> <p style="padding-left: 100px;">Partial.....</p>	

IV. Contractor	Name	Lic. No.
General Contactors		
Masonry		
Framing		
Roofing		
Sheet Rock		
Plumbing/Heating		
Electrical		

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local laws regulating construction or the performance of construction.

Signature of Applicant	Address & Phone Number	Application Date

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE	
Required Inspections 1. <input type="checkbox"/> Foundation 2. <input type="checkbox"/> Sewer & Water Connection 3. <input type="checkbox"/> Air Test (Rough In) 4. <input type="checkbox"/> Frame 5. <input type="checkbox"/> Mechanical 6. <input type="checkbox"/> Gas Piping Test 7. <input type="checkbox"/> Fireplace Rough-In 8. <input type="checkbox"/> Energy/Insulation 9. <input type="checkbox"/> Lath/Stucco 10. <input type="checkbox"/> Upper Plumbing 11. <input type="checkbox"/> Shingle/Roofing 12. <input type="checkbox"/> Siding/Brick 13. <input type="checkbox"/> Final	Approved by Zoning Administrator
	Approved by Building Official
	Permit Fee
	Date Permit Issued
	Permit Number

Name _____

Permit No. _____

Address _____

Plot Plan
Alley or Street

Lot
or Street

Lot
or Street



Show the following Information:

- Dimension of Lot
- Size of Building
- Set Back from Front Lot Line
- Distance from Side Lot Line
- For Buildings in Rear of Lot, Show Distance from Alley Lot Line

For all new construction or additions, you must stake-out the dimensions (minimum of four stakes) clearly identifying location of building project.

INFORMATION NEEDED TO APPLY FOR A BUILDING PERMIT

1. Name of property owner and address.
2. Purpose of the permit.
3. Kind of construction.
4. Cost of the project or estimated cost if actual figures are not available.
5. Names of contractors and license number of general contractor.
6. Site plan should include dimensions of the proposed construction and existing structures as to width and length. Also include height, number of stories and square footage of the improvement. This should be done to scale or as close as possible. Is important that the distances from the front, side and rear lot lines of existing structures and proposed construction are shown. (See sample below).
7. Three sets of plans shall be submitted for all new residential, commercial or industrial buildings or major additions. In most cases detached garages and small utility sheds do not require plans. In instances where a garage is to be attached to an existing building or an addition made to an existing structure, the Building Inspector will determine the information that will be necessary. This requirement shall also apply when facilities other than buildings are to be located within the City.

When all pertinent information has been submitted a building permit application will be completed and signed by the property owner or by the contractor on behalf of the property owner. The setbacks will be checked by an authorized City employee and the Building Inspector will review the application and determine what inspections will be required. This process will take about 14 days, provided all necessary information has been included on the application and setbacks have been met.

In cases where the inspections by the Building Inspector are required, an inspection sheet will accompany the building permit. It is the responsibility of the property owner or general contractor to contact the inspector no less than twenty-four hours prior to the time the inspection is needed.

Alley or Street

Lot or Street



